

Teaching Assistant (Ref: 2600519) Academy for Applied Policy Studies and Education Futures

The appointee will be responsible to

- Manage the day-to-day operation of a programme and an Education and Research centre for students undertaking professional degrees;
- Prepare hi-technology apparatus for laboratory teaching activities, operating electronic and audio-visual devices, and conducting maintenance and assist in procurement of equipment and accessories;
- Assist in the ongoing development of the programme's various initiatives on educational technologies;
- Assist with various teaching activities (such as tutorials/laboratory sessions, in-class case discussions, providing support to fieldworks/trips, practicum, workshops, on-site technical support to lectures where necessary, etc.);
- Assist in the preparation of course materials and administration;
- Provide supervisory support to students;
- Invigilate examinations and marking assignments; and
- Provide support to department events.

Requirements

Applicants should

- Possess a Bachelor's degree in Science, Health Sciences, Education, Engineering or other related disciplines, with some experience in providing teaching support (experience in providing teaching support in tertiary institutions will be an advantage);
- Possess hands-on knowledge of or experience with Virtual Reality (VR) systems, classroom audio-visual (AV) systems, and Clinical Virtual Simulation (CVS) systems (highly preferred and will be a distinct advantage);
- Be proficient in standard computer applications, including Microsoft Office (Word, Excel, PowerPoint), and be familiar with digital tools such as Moodle and Canva;
- Have an excellent command of both written English and Chinese; proficiency in spoken English and Putonghua is preferred;
- Be self-motivated, well-organized, with good interpersonal and communication skills;
- Be able to work independently as well as collectively as a strong team member, with the capability to work effectively under pressure; and
- Be prepared to work with flexible hours according to the needs of the programme.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **16 July 2026**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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